

CITY COUNCIL

Pedro "Pete" M. Sanchez, Mayor
Jane Day, Mayor Pro-Tem
Sam Derting
Michael J. Hudson
Michael A. Segala



CITY COUNCIL MEETING

First and Third Tuesday
Every Month

CITY OF SUISUN CITY

701 Civic Center Blvd.
Suisun City, California 94585

Incorporated October 9, 1868

July 5, 2007

David E. Power
Presiding Judge of the Superior Court
Solano Superior Court
600 Union Avenue
Fairfield, CA 94533

Re: 2005-2006 Grand Jury Report Entitled:
Suisun City Police Department Holding Facilities
Report Date: May 15, 2007

Dear Honorable Judge Powers:

We are in receipt of letters from the Solano County Grand Jury regarding its inquiry into the condition and management of the Suisun City Police Department's holding facility. The letters indicate two findings were made. Curiously only one of the findings (Finding 2) is related to the holding facility. That finding relates to the lack of documentation of a fire inspection.

Finding 1 is that "Overtime appears high." The narrative indicates that the Grand Jury was informed that "the Department overtime rate is approximately 15 to 20 percent." The report does not indicate from whom this information was received, how this relates to the inspection of the City's holding facility, whether the City's rate is significantly higher than other jurisdictions, what the "necessary steps" are that the City should take to reduce Overtime, or even what the "overtime rate" statistic actually means. This claim has little or nothing to do with "the condition and management of the public prisons within the county." Further, the Grand Jury chose to make a finding and offer a recommendation without actually conducting an investigation of this claim. No attempt was made to interview the City Manager, Police Chief, Finance Director, or any other City employee knowledgeable about the use of Overtime in the Police Department. In addition, no records were requested that could have established whether Overtime usage is in fact "high."

While this behavior on the Grand Jury's part is very troubling to the City, we are hereby attempting to comply with the Grand Jury's request to provide responses to the findings and recommendations made concerning the City of Suisun City Police Department's holding facility.

DEPARTMENTS: AREA CODE (707)

ADMINISTRATION 421-7300 ■ PLANNING 421-7335 ■ BUILDING 421-7310 ■ FINANCE 421-7320
FIRE 425-9133 ■ RECREATION & COMMUNITY SERVICES 421-7200 ■ POLICE 421-7373 ■ PUBLIC WORKS 421-7340
REDEVELOPMENT AGENCY 421-7309 FAX 421-7366

Finding 1 – Overtime appears high.

Recommendation 1 – Take necessary steps to reduce Overtime.

City/Department Action – In attempting to respond to this finding and recommendation, the City must assume that the 15 to 20 percent figure relates to Overtime expressed as a percent of regularly scheduled time. Based on that assumption, the following are the actual Overtime amounts for the past four fiscal years:

FY 04 = 9.4% FY 05 = 9.3% FY 06 = 12.6% FY 07 = 12.8% (est.)

It should be noted that at no time has Overtime actually fallen within the 15 to 20 percent range identified by the Grand Jury as being a concern. The first two years, the Police Department contracted with the County Sheriff's Office to provide policing for six hours per day. This artificially lowered Overtime usage, particularly for Minimum Staffing requirements explained below. Late in FY 2005-06, the City returned to policing 24 hours per day.

The recommendation is that the department should take necessary steps to reduce Overtime. In order to reduce Overtime, it is important to understand why Overtime occurs. There are several reasons why the payment of Overtime occurs. These include the following:

- **Shift Extension** – This form of Overtime primarily occurs when an officer is involved in a response to a call for service that cannot easily be handed off to a member of the oncoming watch. Officers must receive permission from their Watch Commander to work such Overtime.
- **Special Assignment** – This form of Overtime occurs when officers are assigned to Gang/Crime Suppression Details, Traffic Enforcement Details, or on other special assignments usually paid by grant funding, for which individual officers voluntarily sign-up. Since this is primarily scheduled Overtime, supervisors work with officers to incorporate these hours into the work program.
- **Minimum Staffing** – This form of Overtime occurs when officers normally assigned to a shift are not available due to illness, workers compensation, testifying in court, vacation leave, vacant positions, etc. In some circumstances this form of Overtime may be the result of requiring individuals to work involuntarily (known as "forced" Overtime). Supervisors are involved in the process of determining who works this form of Overtime.

When analyzing where the department may be able to exercise control over Overtime usage, the following should be noted:

- **Shift Extension Overtime** is a judgment call on the Watch Commander's part. Whenever an incomplete assignment can be handed off without jeopardizing a case, Watch Commander's are encouraged to do so.
- **Special Assignment Overtime** is the easiest to reduce, because it is usually scheduled Overtime. In most cases however that is contrary to the intent of Special Assignment Overtime. These are primarily grant-funded activities, which are usually performed on a voluntary basis, that will be discontinued when the grant funding expires.

- **Minimum Staffing Overtime** is the hardest to control, because it is usually the result of activities that are not under the department's control. The City has recently added staff to institute a proactive risk management program, designed in part to avoid injury and illness. The City has also instituted open recruitments for certain job classes such as Police Officers to ensure that vacancies are kept to a minimum.

The Grand Jury's Finding 1 and Recommendation 1 do not address the reason for the Grand Jury's concern. In theory these could be:

- Ensuring that the staff is not overworked.
- Reducing General Fund costs.

The department complies with the Fair Labor Standards Act and the Memorandum of Understanding with the Police Officers Association to ensure that officers receive the appropriate payment for Overtime and that employees receive the appropriate time off between shifts.

Overtime actually costs less than Straight Time, so adding staff would not be the answer to reducing costs generally, unless there is a problem with staff members are being overworked. This is because Straight Time includes costs for retirement and health benefits that Overtime costs do not include. Most of the Special Assignment Overtime is grant funded, so it has a minimal fiscal impact on the General Fund. Handing off incomplete assignments could actually take longer due to the person taking over having to "get up to speed". This would detract from the oncoming shift's ability to address its work program.

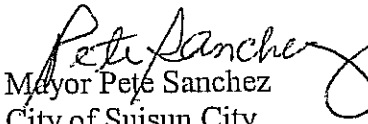
Finding #2 – The fire inspections at the Suisun City Police Department had not been conducted in 2006 as of the time of our visit.


Recommendation #2 – Ensure that the fire inspections are conducted in a timely manner.


City/Department Response – The Suisun City Fire Department completed the fire inspection on March 27, 2007. There were no reportable deficiencies at that time. (Attached please find a copy of that inspection.)

The inspection results were filed with the Office of the State Fire Marshal and the Board of Corrections as required by law. Additionally, a copy was retained by the Official in Charge of the facility.

Sincerely,


Mayor Pete Sanchez
City of Suisun City


Suzanne Bragdon
City Manager
City of Suisun City


Edmond W. Dadisho
Chief of Police
Suisun City Police Department

FIRE/LIFE SAFETY INSPECTION REPORT

ADULT/JUVENILE DETENTION FACILITIES

SUISUN CITY FD

Facility:

30-48-44-0009-000
SUISUN CITY PD
701 CIVIC CENTER DRIVE
SUISUN CITY, CA 94585



FACILITY TYPE: (check one)

- ☐ Adult max/med security
- ☐ Adult minimum security
- ☐ Juvenile max/med security
- ☐ Juvenile minimum security
- ☒ Holding Cell(s) only

An inspection of this facility was conducted per the mandate of Section 13146.1, California Health and Safety Code, and applicable requirements of Titles 19 and 24, California Code of Regulations. (Check appropriate box).

- ☒ No deficiencies affecting fire/life safety were noted. Fire clearance is granted.
- ☐ Minor deficiencies affecting fire/life safety were noted and are pending correction. Fire clearance granted
- ☐ Fire clearance is withheld pending correction of deficiencies. (List of deficiencies is attached).
- ☐ Prisoners are no longer detained at this facility.

The authority conducting the inspection shall submit copies of this report to the appropriate bodies listed below. Where fire/life safety deficiencies are noted, a list of the deficiencies must accompany this report.

- Office of the State Fire Marshal
Building Safety Program
P.O. Box 944246
Sacramento, CA 94244-2460
- Board of Corrections
Facilities Standards & Operations Division
600 Bercut Drive
Sacramento, CA 95814
- Official in Charge of the Facility
- Local Governing Body (i.e., Board of Supervisors, City Council, etc.)

Date of Inspection:

3/27/07

Inspected by:

[Signature]

Fire Authority:

Suisun City Fire Dept.

GO-18N
03/2007

22